

**Woonsocket Senior Center
Board of Directors Meeting
February 17, 2011**

Minutes of the January 13, 2011 Board of Director's Meeting

Attendance: Roger Bouchard (at 11:30 a.m.), Deb Chiacu, Pauline Demers, Germaine Gaulin, Delores Joly, Dan Peloquin, Chair & Matt Wojcik Director of Human Services

Also Attending: Charles Ryan Business Manager/Senior Center, Jill Anderson, Executive Director Senior Services and Linda Plays, City of Woonsocket Department of Human Services

• Call to Order: Meeting was called to order by Chairman Dan Peloquin at 10:40 a.m.

• Approval of Minutes: Review and approval of minutes of the December 9, 2010 meeting. MOTION made by Wojcik to approve as presented, seconded by Demers. All in favor to approve minutes as presented.

• Public Comment: No Public Comment

• Presentation of Vouchers: Wojcik told the board that moving

forward vouchers should no longer be brought to city hall, but should be presented to the board at meetings. Wojcik broke them down for the board. They were broken into three segments. The first set was standard maintenance items. Demers asked if supplies were purchased in bulk if there is an advantage. Ryan replied that due to limited space there isn't an advantage. MOTION made by Peloquin to approve as presented, seconded by Joly. All in favor to approve as presented. Wojcik questioned an expense (\$ 766.91) for a blower fan for the heating system. Last month the board was assured that the heating system was "up to snuff". He said within the last month two of the major components needed to be replaced. Wojcik said although prudent steps are being made to fix these issues as they crop up, a building without heat is unacceptable. Ryan said that there are 7 different zones/systems within the building. Peloquin suggests that a RFQ should be done to look at the engineering of the heating system and to get a better understanding of the costs associated with recommendations for a more efficient system. The second set of vouchers for approval was for Dionne Plumbing and Victory Mechanical Services. MOTION was made by Wojcik to approve vouchers and seconded by Chiacu—with all in favor. The third voucher was a request from RSVP for an advance to pay for the coordination of bookkeeping services for the Senior Center. Wojcik told the board that the last time that voucher was paid it was for the first six months because services had been rendered but after January they would no longer be. Wojcik told the board that the expectation that the service will no longer be provided. Moving

forward the billing can go through the finance department to eliminate this step and all vendors will be notified of the change. MOTION was made by Wojcik to deny the request for payment, seconded by Demers. All in favor.

- Request for Proposals (RFP)—Discussion included the RFP. It was passed out at the last meeting and Wojcik hoped everyone had a chance to look at it. Demers asked how we would advertise the RFP. Wojcik said the advertisement would be in print and also to anyone that the board feels might be interested and qualified. Discussion also included that whoever was the Primary Care Provider would have to continue having the congregate meal site at the center. Both current agencies provide activities for seniors including dancing and bingo. Wojcik said the board knows what activities take place in the building and should be receiving the schedule. Wojcik also pointed out that regard to the day to day operations the Primary Service Provide should have someone there to address day to day issues. Wojcik also pointed out that the PRS should be looking for other grant opportunities that would be available. Wojcik made the MOTION and seconded by Demers—with all in favor that the board approves the RFP and the city be requested to go through the entire purchasing process as by required by law and follow the solicitation of it. Anderson questioned a budget and what incentive would there be for a provider. Chiacu asked about who would be qualified and discussion included RFQ (request for qualifications). Peloquin asked if non profits such as Thundermist or other such agencies may be

interested. Wojcik said that they may as well as other Senior Centers. Wojcik said starting the process to advertise for the Primary Service provider should commence soon.

- **Nomination of Vice Chairperson & Treasurer—**Motion was made by Demers and seconded by Gaulin to nominate Bouchard as Vice Chair.

All in favor of the nomination. Motion was made by Wojcik and seconded by Chiacu to nominate Pauline Demers as Treasurer. All in favor and Demers graciously accepted the nomination.

- **Request of Business Manager for list of who has keys for building and job description of employees.** Discussion included who has keys to the building including groups that come in at night/weekends. Ryan said that each of the keys is associated with a code/alarm code. Gaulin requested that a list be provided to the board. Wojcik agrees that this should be provided on an annual basis.

- **Room Status—**Discussion of the status of coffee bar. Anderson did say that the new “kiosk” was in place in the main dining hall and it was up and running with no immediate issues.

- **Adjournment--** The next meeting will be held on February 17, 10:00 a.m. MOTION was made by Wojcik and seconded by Joly. All in favor. The meeting was adjourned at 11:45 p.m.

Respectfully Submitted by

Linda S. Plays